

5217 - CRIME ANALYSIS SPECIALIST

NATURE OF WORK

This is specialized and technical work in analyzing, organizing and presenting crime data and statistics. Work involves receiving data pertaining to crime from various sources; analyzing the data, organizing it, and presenting it in coherent and meaningful form in accordance with instructions from a superior. Crime data is obtained through analysis of pertinent reports, monitoring of computerized and other data, and through the obtaining and analysis of criminal and intelligence information from local, state and federal agencies.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Reads and analyzes criminal, intelligence and other data from varied sources for summarizing and organizing. Obtains information, as required, from federal, state and local agencies concerning assigned research areas. Prepares analytical reports, charts, graphics and investigative reports on collected data. Furnishes criminal and intelligence information to department members and other agencies as directed. Initiates and maintains, in accordance with rules, correspondence with other agencies as required to obtain and transmit necessary information. Maintains files of criminal and intelligence information: preserves confidentiality of files and information. Attends and reports results of relevant meetings and conferences as directed. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of procedures necessary in locating and organizing crime and intelligence information from varied sources. Considerable knowledge of criminological theory and practices. Considerable knowledge of modern office practices, procedures, and equipment. Ability to understand and extract pertinent information from data relevant to crime analysis. Ability to verify information and resolve discrepancies. Ability to work with numbers and to understand statistical concepts. Ability to prepare and maintain accurate detailed written or computerized records and reports. Ability to communicate with and work effectively with fellow employees and representatives of other agencies and organizations.

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MINIMUM REQUIREMENTS

One (1) year experience obtaining and analyzing crime data and information using a computer. Knowledge of general law enforcement practices. Sixty (60) college credits may be substituted for one (1) year of experience.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling; some crawling, reaching, handling, sitting, standing, pushing, and pulling.

SUPERVISION EXERCISED

Usually none.

SUPERVISION RECEIVED

Assignments are received in the form of oral or written instructions and a superior may review work, in process or upon completion.

Rev. 8/00 (minimum requirements)